

MassHR ONLINE TRAINING TRANSCRIPT

This transcript of online training narration is intended to reinforce learning. It is not designed as a formal user guide.

Self-Service Time and Attendance (SSTA) Punch Timesheets

Course Introduction

Welcome to the Self-Service Time and Attendance (SSTA) online training. This training is intended to prepare you to use the Self-Service Time and Attendance system. The self-paced modular lessons are designed to provide initial training and will also serve as a resource for review.

You can click the **START COURSE** link to begin, or explore other features about this course by selecting one of the following links:

- The **How to navigate this course** link explains navigation controls and links built into this course.
- The **Standards and accessibility features for MassHR online courses** link offers accessibility and usability information and resources, and
- The **Shortcut keys** link opens a list of shortcut keys applicable to this online training.

Getting Started: Course Start Page

Before you begin, you need to know about the organization of this course and how you can navigate through it effectively.

Each page includes a set of buttons and links to help you set your own pace and effectively interact with this course.

Top Right Navigation Panel

In the top right corner of the page are the **Home**, **Exit**, **Previous** and **Next** buttons.

- Use the **Home** button, marked with a house image, to re-start the course from the beginning.
- Use the **Exit** button, marked with the letter X, to close the course.
- Use the **Previous** button, marked with an arrow pointing left, to display the last page viewed.
- Use the **Next** button, marked with an arrow pointing right, to display the next page.

The Left Navigation Panel

The title of the course appears at the top of the left navigation panel.

Below the course title are the course contents with links to all available lessons.

Feature Control Buttons

Each page is fully narrated. The audio controls to start, and stop, and adjust volume is located at the bottom of the page.

The **Mute Audio** button allows you to turn off the audio and read the script at your own pace. When selected, the button changes to read **Un-Mute Audio**. Click the **Un-Mute Audio** button to turn the audio back on.

The **Hide/Show Script** button will hide the script window displayed at the bottom of the page.

Use the **Hide/Show Script** button a second time to re-display the script window.

Use the vertical scroll bar to the right of the script window to follow the narration or read at your own pace.

At the bottom of the navigation panel are additional links. Accessibility and Usability links include...

- The **Accessibility** link, which provides more information on accessibility standards for Mass HR courses.
- The **Controls and Shortcuts** link displays a list of tips and shortcut keys.

The content links include...

- The **Job Aid** link which opens a printable listing of available course Job Aids.
- Job Aids are step by step instructions that can be printed for reference.
- The **Resource** link provides more links to documents and resources related to Self-Service Time and Attendance.

Taking the Course

Lesson information is presented in the main area of the page and will display pages of lesson content. Content may include text, graphics, audio, and video.

Video will play automatically. Hover your mouse over the video to display the video control bar.

- Use the control features to pause, stop, and start.

- The right hand button will enlarge the image.
- To resume the normal view, press the Escape key on your keyboard.

Upon completion of the course, you will be asked to take a brief evaluation.
Please follow any additional instructions.